

# Workplace Gender Equality Citation

December 2024

## About this document

This document outlines the Workplace Gender Equality Citation standards. These standards apply to all applicants seeking the citation from 2025, including renewing citation holders<sup>1</sup>.

This guide outlines the citation criteria and further information that will assist eligible employers in planning their application.

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<sup>1</sup> [Appendix 3](#) – details of transition to the 2025 standards for existing citation holders.



# About the citation

The Workplace Gender Equality Citation encourages, recognises, and promotes employers' active achievement of, and commitment to, gender equality in Australian workplaces.

There are 2 levels of recognition in the program:

- **Employer of Choice** for Gender Equality
- **Employer Committed** to Gender Equality

The citation applies a robust, evidence-informed set of standards that focuses on employers demonstrating gender equality outcomes, leadership capability and a mindset that prioritises continuous improvement. These attributes are complemented by the expected policy and processes that underpin the citation and together deliver a gender equal workplace experience for all employees.

## There are 3 pillars of assessment

1. **Continuous improvement metrics** – demonstrating material progress and achievement on the key areas of the employee lifecycle that both reflect and reinforce gender equal outcomes
2. **Employee experience metrics** – with specific sample size thresholds that affirm delivery of a gender equal workplace experience for employees
3. **Policy and education inputs** – a self-assessment instrument to confirm that the contemporary, leading practice policies, systems and processes that enable gender equality in the workplace are already in place. These are the same for both citation levels.

Following assessment, WGEA awards the citation for a period of 3 years. Employers will then need to reapply to maintain their citation status.

## Applying in 2025

The next round of applications for the citation will open in the 3rd quarter of 2025. Applications will be open to all employers with 100 or more employees in Australia that are required to report to WGEA under the *Workplace Gender Equality Act 2012* (defined as 'relevant employers').

Employers must hold a certificate of compliance at the time of their application and at all times while they are a citation holder.

Employers can apply for either citation level, and will be required to demonstrate they meet all the criteria for that level.

Employers seeking recognition as a corporate group will need to meet the standards for the relevant employers within the group. Relevant employers in a corporate group can apply for different levels of recognition or choose not to apply. Only those relevant employers who achieve the standard will be acknowledged as part of the corporate group.

A first step for all applicants is to establish the level they are most likely to meet **at the time of application**. The checklist below will assist employers to determine which level to apply for.

### Apply for Employer of Choice for Gender Equality when:

- the employer has a gender-balanced Executive team (at least 40% women and 40% men)
- the employer has a gender-balanced governing body/Board (at least 40% women and 40% men)
- the employer's overall average total remuneration gender pay gap is below the industry mid-point and/or between -5% and +5% (whichever applies)

- the employer has at least 8 weeks of paid universal or primary carer parental leave, 3 weeks of paid secondary carer leave, pays superannuation on all employer-funded paid parental leave and does not apply waiting or probation periods to access the leave
- the employer has achieved the minimum response rate by gender (as defined in the table below) for their employee experience survey, based on the organisation size:

Organisation size	Minimum response rate required, by gender
Less than 400 employees	70% of women   70% of men
400 to 1,000 employees	60% of women   60% of men
More than 1,000 employees	50% of women   50% of men

- the employer has achieved the minimum strongly agree/agree responses for the 5 employee experience questions:

Question	Minimum strongly agree/agree responses required
1. my immediate supervisor/manager demonstrates support for gender equality in the workplace	70% of women   70% of men
2. my immediate supervisor/manager supports employees with family or other caring responsibilities, regardless of gender	70% of women   70% of men
3. I have the flexibility I need to manage my work and other commitments	80% of women   80% of men
4. using flexible work arrangements is not a barrier to achieving my career objectives in my organisation	70% of women   60% of men
5. my organisation takes steps to eliminate sexual harassment and gender-based harassment	80% of women   80% of men

If you are unlikely to meet all the criteria noted above, you should apply for the [Employer Committed to Gender Equality](#).

You can progress to the Employer of Choice for Gender Equality level, over time.

WGEA will take applications for review on a yearly basis from 2025.

# Application requirements

## Citation level: Employer of Choice for Gender Equality

Employers at this level must demonstrate **outstanding capability and achievement** in the critical areas of influence on workplace gender equality.

This is reflected in:

- gender-balance at the highest levels of the organisation including governing body/Board
- absolute and/or relative performance on the gender pay gap between women and men
- meaningful improvements and progress on gender equality outcome metrics including men's utilisation of paid parental leave, participation in part-time work, and to address role and occupational segregation
- gender equal workplace experiences are affirmed by employee experience survey outcomes.

## Assessment

### 1. Continuous improvement metrics<sup>2</sup>

#### Achievement requirements

Standard	For application	For re-application <sup>3</sup>
<b>Performance on the gender pay gap</b>	The employer's overall average total remuneration gender pay gap is (whichever applies): <ul style="list-style-type: none"><li>• between -5% and +5%</li></ul> OR <ul style="list-style-type: none"><li>• below the industry mid-point</li></ul>	The gender pay gap is maintained between -5% and +5%  OR  The gender pay gap is maintained below the industry mid-point <u>and</u> reducing towards the -5% to +5% range across the application period
<b>Gender-balanced Executive team</b>	The employer has a gender-balanced Executive team (at least 40% women and 40% men)	Demonstrate maintenance
<b>Gender-balanced governing body/Board</b> <i>If the employer influences Governing body/Board appointments</i>	The employer has a gender-balanced governing body/Board (at least 40% women and 40% men)	Demonstrate maintenance

<sup>2</sup> Measurement of all continuous improvement metrics should align with your gender equality reporting to WGEA.

<sup>3</sup> To maintain your Employer of Choice for Gender Equality status, re-application will include an assessment of previously noted action plans and targets. This means employers will need to demonstrate they have met selected targets from application to application.

<b>Leading practice employer-funded parental leave</b>	The employer's parental leave policy offers at least 8 weeks of employer-funded paid parental leave (universal or for primary carers)  AND all additional criteria in noted in <a href="#">Appendix 2</a>	Policy provisions are maintained or expanded
CEO interviewed for Employer of Choice for Gender Equality in the last 6 years	CEO has been interviewed by WGEA for the citation within the last 6 years	CEO has been interviewed by WGEA for the citation within the last 6 years

### Improvement requirements

Standard	For application	For re-application <sup>4</sup>
<b>Gender-balanced workforce</b>  From the gender pay gap analysis: <b>all employee manager and non-manager levels are gender-balanced (at least 40% women 40% and men)</b>	<b>If yes:</b> monitor and maintain gender balance  <b>If no:</b> select 2 <u>people manager level</u> hot spots and select 2 <u>non-manager level</u> hot spots and develop an action plan and measures of progress for each to bring them to gender balance	Demonstrate maintenance  Demonstrate achievement of progress goals (stated in application)
<b>Utilisation of part-time work</b>  From the gender pay gap analysis: <b>Increase access to and take up of part-time work by managers</b>	Develop an action plan with measures of progress to increase proportion of managers working part-time	Demonstrate achievement of progress goals (stated in application)
<b>Gender-balanced utilisation of paid parental leave</b>  The proportion of men and women utilising employer-funded paid parental leave (universal or primary care) is equivalent, relative to each gender cohort, in the employer workforce	<b>If yes:</b> monitor and maintain proportionate uptake of universal or primary carer parental leave by men  <b>If no:</b> develop an action plan to narrow the difference in the proportion of men taking paid parental leave, relative to the level taken by women, in your workplace	Demonstrate maintenance  Demonstrate achievement of progress for equivalent and relative uptake of paid parental leave (stated in application)

<sup>4</sup> To maintain your Employer of Choice for Gender Equality citation, re-application will include an assessment of your previous action plans and measure outcomes.

## 2. Employee experience metrics

Your employees provide the strongest evidence towards the citation by affirming gender equal experiences across the employee lifecycle.

The specific questions and sample thresholds required are set out below.

In addition, your employee experience data must be gathered in ways that meet broader equality and ethics standards and valid data collection principles.

This includes:

- all permanent employees were given an opportunity to complete the survey ( and partners in partnership structures, where applicable) *and* responses were anonymous
- question responses used WGEA 's 5-point scale and were analysed by gender
- survey data was collected no more than 2 years prior to reapplication.

Minimum respondent sample size requirements (overall workforce)	
Organisation size	Minimum response rate required by gender <sup>5</sup>
Less than 400 employees	70% of women   70% of men
400 to 1,000 employees	60% of women   60% of men
More than 1,000 employees	50% of women   50% of men

In addition, Employer of Choice for Gender Equality employers must demonstrate the likelihood of gender equal experience across their employee cohorts.

This is achieved by meeting the minimum response requirement by gender for each of the employee experience questions.

Minimum respondent response (per question)		
Measure	Question	Minimum strongly agree/agree responses required
Manager capability	1. my immediate supervisor/manager demonstrates support for gender equality in the workplace	70% of women   70% of men
Manager mindset	2. my immediate supervisor/people manager supports employees with family or other caring responsibilities, regardless of gender	70% of women   70% of men
De-gendering flexibility	3. I have the flexibility I need to manage my work and other commitments	80% of women   80% of men
Breaking down the ideal worker /carer norm	4. using flexible work arrangements is not a barrier to achieving my career objectives in my organisation	70% of women   60% of men
Preventing gendered harm	5. my organisation takes steps to eliminate sexual harassment and gender-based harassment	80% of women   80% of men

<sup>5</sup> Proportions relate to workforce – e.g. 70% of women in your workforce and 70% of men.

# Application requirements

## Citation level: Employer Committed to Gender Equality

Employers at this level must demonstrate **an aptitude and commitment to making material progress** on gender equality and are working steadily towards achieving the outcomes of the Employer of Choice for Gender Equality citation.

This is reflected in:

- consistent and purposeful effort to implement gender analysis and action planning
- provision of education and support to the workforce that enables gender equal experiences across the employee lifecycle
- establishing the full suite of policy, systems and processes that are fundamental to achieving gender equality outcomes.

## Assessment

### 1. Continuous improvement metrics<sup>6</sup>

#### Improvement requirements

Standard	For application	For re-application
<b>Performance on the gender pay gap</b> Total remuneration gender pay gap (whichever applies): <ul style="list-style-type: none"> <li>• between -5% and +5%</li> </ul> OR <ul style="list-style-type: none"> <li>• below the industry mid-point</li> </ul>	<b>If yes:</b> monitor and maintain	The average gender pay gap is maintained
	<b>If no:</b> develop an action plan to bring the result below industry mid-point or within the -5% and +5% threshold	<b>Progress</b> towards narrowing the average total remuneration gender pay gap to the industry mid-point or between -5% and +5%
<b>Gender-balanced Executive team</b> The employer has a gender balanced Executive team (at least 40% women and 40% men)	<b>If yes:</b> monitor and maintain the gender balance of the Executive team	Gender balance of the Executive team has been maintained
	<b>If no:</b> develop an action plan to progress towards achieving gender balance Executive team (at least 40% women and 40% men)	<b>Progress</b> towards gender balance of the Executive team is achieved
<b>Gender-balanced governing body/Board</b> The employer has a gender balanced governing body/Board (at least 40% women and 40% men)	<b>If yes:</b> monitor and maintain gender balance	Gender balance of the governing body/Board is maintained
	<b>If no:</b> develop an action plan to progress towards achieving gender	<b>Progress</b> towards gender balance on

<sup>6</sup> Measurement of all continuous improvement metrics should align with your gender equality reporting to WGEA

<i>If the employer influences Governing body/Board appointments</i>	balance governing body/Board (at least 40% women and 40% men).	governing body/Board is achieved
<b>Standard</b>	<b>For application</b>	<b>For re-application<sup>7</sup></b>
<b>Gender-balanced workforce</b>  From the gender pay gap analysis: <b>all employee manager and non-manager levels are gender balanced (at least 40% women and 40% men)</b>	<b>If yes:</b> monitor and maintain gender balance	Demonstrate maintenance
	<b>If no:</b> select one <u>people manager level</u> hot spot and select one <u>non manager level</u> hot spot and develop an action plan and measures of progress for each, to bring them to gender balance	<b>Progress</b> towards gender balance in 2 hot spots is achieved
<b>Utilisation of part-time work</b>  From the gender pay gap analysis: <b>Increase access to and take up of part-time work by managers</b>	Develop an action plan with measures of progress to increase proportion of managers working part-time	<b>Progress</b> towards measures outlined in plan
<b>CEO interviewed for Employer of Choice for Gender Equality in the last 6 years</b>	CEO has been interviewed by WGEA for the citation within the last 6 years	CEO has been interviewed by WGEA for the citation within the last 6 years

## 2. Employee experience metrics

Employees provide the strongest evidence towards the citation by affirming gender equal experiences across the employee lifecycle.

The specific questions and sample thresholds are set out below.

In addition, your employee experience data must be gathered in ways that meet broader equality and ethics standards and valid data collection principles.

This includes:

- all permanent employees were given an opportunity to complete the survey (and partners in partnership structures, where applicable) and responses were anonymous
- question responses used our 5-point scale and were analysed by gender
- data was collected no more than 2 years prior to reapplication

Minimum respondent sample size requirements (overall)	
Organisation size	Minimum response rate required, by gender
Less than 400 employees	70% of women   70% of men
400 to 1000 employees	60% of women   60% of men
More than 1000 employees	50% of women   50% of men

<sup>7</sup> To maintain your Employer of Choice for Gender Equality citation, re-application will include an assessment of your previous action plans and measure outcomes.



Employer Committed to Gender Equality recognition demonstrates meaningful progress towards workplace gender equality.

This is achieved by meeting the minimum responses for each of the employee experience questions.

<b>Minimum respondent response (per question)</b>		
<b>Measure</b>	<b>Question</b>	<b>Minimum strongly agree/agree responses required</b>
<b>Manager capability</b>	1. my immediate supervisor/manager demonstrates support for gender equality in the workplace	60% of women   60% of men
<b>Manager mindset</b>	2. my immediate supervisor/people manager supports employees with family or other caring responsibilities, regardless of gender	60% of women   60% of men
<b>De-gendering flexibility</b>	3. I have the flexibility I need to manage my work and other commitments	80% of women   80% of men
<b>Breaking down the ideal worker/carer norm</b>	4. using flexible work arrangements is not a barrier to achieving my career objectives in my organisation	60% of women   50% of men
<b>Preventing gendered harm</b>	5. my organisation takes steps to eliminate sexual harassment and gender-based harassment	80% of women   80% of men

# Self-assessment criteria

The self-assessment is presented under 6 domains. These are baseline requirements for both Employer of Choice for Gender Equality and Employer Committed to Gender Equality citations.

Each domain covers policy and practice that is evidence-informed and fundamental to achieving workplace gender equality.

## How to use this checklist

The criteria listed below should be reviewed and assessed by the employer prior to their application.

Your CEO will be asked to confirm the criteria are in place at the time of your application.

Domain	Overview	Criteria
<b>Domain 1: Gender equality strategy and planning</b>	<p>An effective gender equality strategy aims to promote equal outcomes and opportunities for all employees regardless of gender.</p> <p>Effective strategies build understanding and actively reduce disadvantage, explicit and latent bias and strives to increase gender diversity across the workforce.</p> <p>Your plans and strategy can be part of your broader people and culture strategy however, the aim of your gender equality elements should include actions that address any gaps identified in your gender pay gap analysis (see domain 3) and connect to improving outcomes or experiences for your employees.</p>	<ol style="list-style-type: none"> <li>1. does your organisation have a formal Gender Equality Strategy in place to support and progress gender equality in your workplace that has been endorsed by your governing body/Board?</li> <li>2. does your Gender Equality Strategy make explicit links to, and support, each of the 6 WGEA gender equality indicators (GEIs)?</li> <li>3. does your Gender Equality Strategy explicitly relate to, and support, your broader business strategy/plan including your people and culture strategy (or similar)?</li> <li>4. does your Gender Equality Strategy have an explicit process for evaluating the success of your gender equality action plans to support your Strategy?</li> <li>5. does your organisation have an employee consultative committee (a diversity committee or an employee representative group/network) with representation from senior management level, or above, that provides advice on the development, implementation and evaluation of your organisation's gender equality strategies and endorses the Workplace Gender Equality Citation application?</li> </ol>

<p><b>Domain 2: Leadership and governance</b></p>	<p>The governing body and Executive team play a critical role in achieving gender equal outcomes in the workplace in 2 ways.</p> <p>Firstly, they support change by authorising gender equality strategies and plans, setting commitment expectations for the workplace and ensuring the allocation of effort and resources to meet the standards.</p> <p>Secondly, they have several role accountabilities that centre on minimising material risk to the business and maximising commercial and financial success. Gender equality can be a substantial influence (both positive and negative) on both.</p>	<p>6. does your organisation formally include gender equality knowledge and capability as a consideration in the recruitment of Executive team positions?</p> <p>7. does your organisation include at least one gender equality related key performance indicator (KPI) in the performance management plans for each of the Executive team?</p> <p>8. do you have an Employer Statement and has it been provided to your governing body, CEO and Executive team each year?</p> <p>9. if your governing body/Board is based in Australia, has your governing body/Board undertaken the WGEA Governing Body Self-Assessment in the last 3 years?</p> <p>10. has the CEO and/or a member of the Executive team outlined the organisation's commitment to gender equality to the following stakeholders at least once per year:</p> <ul style="list-style-type: none"> <li>a. internally to all staff</li> <li>b. externally to relevant stakeholders (shareholders, members, program partners or similar)?</li> </ul>
<p><b>Domain 3: Gender-informed remuneration practices, monitoring and evaluation</b></p>	<p>The gender pay gap is a common and contemporary indicator of employee experience. A neutral gender pay gap (-5% or +5%), or at least a gender pay gap below the industry mid-point, demonstrates leading practice and outstanding achievement as an Employer of Choice for Gender Equality.</p> <p>Your remuneration policy and related practices should flow from a detailed analysis of gender pay gaps beyond like-for-like assessments and should ensure all your remuneration practices and outcomes are gender equal.</p> <p>Monitoring the success of your gender equality plans and outcomes is essential for achieving gender equality. It forms the foundation of the continuous improvement mindset expected of our Employer of Choice for Gender Equality and Employer Committed to Gender Equality cohorts.</p> <p>The results of your gender pay gap analysis serve as a best practice framework to identify potential</p>	<p>11. has your organisation undertaken an annual gender pay gap analysis using the 5 gender pay gap drivers listed below (see Appendix 1 for a list of data points to support your gender pay gap analysis):</p> <ul style="list-style-type: none"> <li>a. workforce composition</li> <li>b. distribution of pay</li> <li>c. mobility</li> <li>d. talent pool</li> <li>e. patterns of engagement?</li> </ul> <p>12. have the key results and the relevant action plan(s) to remedy any key gaps from your annual gender pay gap analysis (including measurable targets and a comparison to last year's results) been shared with and endorsed by your governing body/Board? Are women and men on paid and unpaid parental leave included in annual review of salaries and bonuses?</p> <p>13. have you met your legal requirement to equally pay men and women who are performing the same work, or work of a comparable value, for both base salary and total remuneration?</p>

	<p>biases or inequities that may be present in your organisational systems.</p> <p>The results of the analysis should form part of your Board reporting and gender equality strategy evaluation plans.</p>	
<p><b>Domain 4: Gender-informed workplace policies</b></p>	<p>Strategies and policies can impact each gender differently. These differences can be reflected in employee experiences and outcomes including the gender pay gap.</p> <p>Policies that foreground clear guidance for managers on how to prevent gendered application of the policy are hallmark features of leading practice employers. Providing direction and clarity on what needs to be done and how to do it will lead to more equal employee outcomes and experiences.</p>	<p><b>Gender composition of the workforce</b></p> <p>14. does your organisation have a documented policy <u>and</u> documented strategy with explicit gender equality provisions, guidance and measures that apply to each of the following areas of the employee lifecycle:</p> <ol style="list-style-type: none"> <li>a. promotion and progress including talent and succession management programs</li> <li>b. performance management and review</li> <li>c. restructures and planned redundancies</li> <li>d. training, learning and development programs</li> <li>e. recruitment and onboarding of all staff, including in job advertising and salary setting procedures?</li> </ol> <p><b>Equal remuneration between women and men</b></p> <p>15. does your organisation have a remuneration policy that explicitly sets out the guidelines to achieve pay equity and close the gender pay gap?</p> <p><b>Support for employees with family or caring responsibilities</b></p> <p>16. does your organisation offer employer-funded paid parental leave for primary and secondary carers or universal employer-funded paid parental leave (as outlined in Appendix 2)?</p> <p>17. does your organisation have a documented policy <u>and</u> documented strategy that supports all genders with family or caring responsibilities and explicitly sets out the following inclusions:</p> <ol style="list-style-type: none"> <li>a. the assumption that eligible employees will take their parental leave entitlements unless they advise their managers they are not</li> <li>b. an action plan to support return to work from parental leave (paid or unpaid) that includes return to work discussions with the manager</li> <li>c. explicit provisions for employees with caring responsibilities (e.g. childcare, eldercare, caring responsibilities and for those living with a disability)?</li> </ol>

### Mainstreaming flexible work arrangements

18. does your organisation have a policy on flexible working arrangements that includes:
- a. a range of flexible working arrangements beyond working from home and varying start and finish times
  - b. explicit manager accountabilities for approvals and review, including a process for appeals
  - c. outlines the metrics included and collected for applications and approvals
  - d. inclusion of management and policy requirements and expectations in manager induction training or equivalent
  - e. (if relevant) how your organisation integrates your approach to flexibility into client/customer interactions
  - f. how flexible working is included in your recruitment process and procedures and the provision of the policy to all new employees, at offer?

### Consultation with employees on issues concerning gender equality in the workplace

19. does your organisation have a documented policy for consulting workers about gender equality issues in the workplace that includes when and how they will be consulted?

### Sexual harassment

20. does your organisation have a standalone policy for sexual harassment that includes the express provisions and guidance outlined in 6.3: Standard 3c of the [Guidelines for Complying with the Positive Duty under the Sex Discrimination Act 1984 \(Cth\)](#)?
21. does your organisation report to CEOs, Executive team and governing body against your organisation's attendance to, and progress towards, the 7 standards for complying with the positive duty:
- 01: Leadership
  - 02: Culture
  - 03: Knowledge
  - 04: Risk management
  - 05: Support
  - 06: Reporting and response
  - 07: Monitoring, evaluation and transparency?
22. does your Gender Equality Strategy evaluation plan include reporting the following metrics for sexual harassment incidents to the governing body/Board:

		<ul style="list-style-type: none"> <li>a. number and nature of complaints received (including if there were no complaints)</li> <li>b. process for responding to each complaint</li> <li>c. time taken to resolve complaint</li> <li>d. outcomes for complainant and respondent</li> <li>e. any organisational change following the complaint</li> <li>f. complainant and respondent turnover?</li> </ul> <p>23. does your organisation prohibit use of non-disclosure agreements and confidentiality clauses for matters arising from, or relating to, sexual harassment unless directly requested by the complainant?</p> <p>24. has your organisation maintained a record free from any judgment or adverse final orders relating to sexual harassment, sex-based harassment or sex discrimination made by a court or tribunal, and/or complaints investigations undertaken by regulators such as the Fair Work Ombudsman, the Australian Human Rights Commission or by another work, health and safety body?</p>
<b>Domain 5: Gender-informed training and development</b>	<p>Learning and development is a key part of people's ability to progress in their career, empowering people with new skills and knowledge.</p> <p>It's essential that both women and men have equal access to learning and development regardless of gender and whether they work part-time or full-time.</p>	<p>25. does your organisation track participation in all professional development training by gender and specifically for:</p> <ul style="list-style-type: none"> <li>a. managers and non-managers</li> <li>b. part-time and full-time?</li> </ul> <p>26. does your organisation provide gender-sensitive recruitment education resources or guidance to all personnel directly responsible for recruitment decisions, including:</p> <ul style="list-style-type: none"> <li>a. internal recruitment personnel</li> <li>b. people managers responsible for selection (either at induction or promotion)?</li> </ul>
<b>Domain 6: Driving change beyond your workplace</b>	<p>Employers are well placed to promote and influence improvements in gender equality, both externally and across their supply chain. This is influenced by their actions and through their procurement policies and practices.</p>	<p>27. does your organisation have procurement guidelines in place that encourage gender equality across its supply chain?</p> <p>28. is your organisation involved in a program or initiative to address gender equality issues in your industry or community?</p>

# Appendix 1

## Data required to undertake your gender pay gap analysis

Undertaking a gender pay gap analysis using the WGEA methodology is an expected practice required to meet both the Employer of Choice for Gender Equality and Employer Committed to Gender Equality requirements.

The following data will support the level of analysis expected of exemplar employers recognised by the Workplace Gender Equality Citation, with analysis and review undertaken annually.

### 1. Workforce composition

- total workforce, by gender
- composition of manager and non-manager cohorts, by gender
- composition of each pay grade / job family / occupation (as relevant), by gender
- composition of graduate cohort or equivalent (e.g. apprentices or similar), by gender
- composition by employment status (full-time, part-time, casual), by gender.

### 2. Distribution of pay (base salary and total remuneration)

- organisation gender pay gap
- gender pay gap, by manager and non-manager cohorts
- gender pay gap, by each relevant pay grade / job family / occupation (as relevant)
- gender pay gap, by graduate cohort (or equivalent)
- gender pay gap, by employment status (e.g. full-time, part-time, casual).

### 3. Mobility

#### Promotions

- proportion of promotions overall, by gender
- proportion of promotions from non-manager to manager, by gender.

#### Resignations

- resignations, by gender, department/business unit and occupation group, including reason for exit
- redundancy, by gender
- return from parental leave (primary carer or universal), by gender (at return, 12 and 24 months).

### 4. Talent pool

- applicants, by gender
- gender composition of short-listed candidates
- gender composition of interviewed candidates
- gender composition of appointments.

### 5. Patterns of engagement

#### Flexible work

- utilisation of flexible working arrangements, by gender, for people managers and non-managers
- annual rates of approval for flexible work applications, by gender.

#### Parental leave

- utilisation of employer-funded paid parental leave (full or partial including top-up), by gender, and:
  - by people managers and non-managers, by gender
- duration of parental leave for primary care, by gender.

You can find [WGEA resources](#) to support your gender pay gap analysis including schedules for WGEA's [Gender Pay Gap Masterclass Program](#) on WGEA's website.



# Appendix 2

## Requirements for Employer Funded Paid Parental Leave

### Citation level: Employer of Choice for Gender Equality

Employers applying for Employer of Choice for Gender Equality citation must have the following parental leave requirements in place:

- universal employer-funded paid parental leave or employer-funded paid parental leave for primary carers
- the amount of leave available for the prescribed care arrangement is equally available to all eligible employees, regardless of gender
- duration of at least **8 weeks**
- amount paid is in addition to the government-funded parental leave pay scheme and at **replacement pay**
- superannuation is paid on replacement pay
- there is no qualifying period to access 8 weeks of employer-funded paid parental leave
- if more than 8 weeks employer-funded paid parental leave is offered, the remainder is available once the employee's probationary period ends or after 6 months, whichever is shorter
- is available to all permanent employees and, if applicable, partners in Partnership structures
- is available under any circumstances where there is a new baby (birth, adoption, surrogacy, stillbirth)
- there is no requirement to repay any portion under any circumstances
- there is flexibility in how this leave can be taken.

### If you do not offer universal employer-funded paid parental leave:

In addition to the employer-funded paid parental leave policy conditions for primary carers, your policy must also have the following inclusions:

- employer-funded paid parental leave for secondary carers
- the amount of leave available for the prescribed care arrangement is equally available to all employees, regardless of gender
- duration of at least **3 weeks**
- amount paid is in addition to the government-funded parental leave pay scheme and at **replacement pay**
- superannuation is paid on replacement pay
- there is no qualifying period to access 3 weeks of employer-funded paid parental leave for secondary carers
- if you offer more than 3 weeks of employer-funded paid parental leave for secondary carers, the remainder is available once the employee's probationary period ends or after 6 months, whichever is shorter
- is available to all permanent employees, long-term casuals and, if applicable, partners (e.g. legal practices)
- is available under any circumstances where there is a new baby (birth, adoption, surrogacy, stillbirth)
- there is no requirement to repay any portion under any circumstances
- there is flexibility in how this leave can be taken.



## Citation level: Employer Committed to Gender Equality

Employers applying for Employer Committed to Gender Equality citation must have the following employer-funded paid parental leave policy inclusions:

- universal employer-funded paid parental leave or employer-funded paid parental leave for primary carers
- the amount of leave available for the prescribed care arrangement is equally available to all eligible employees, regardless of gender
- duration of at least **8 weeks**
- the minimum amount paid is to **top-up** to employee's replacement wage at least 8 weeks of the government-funded parental leave pay scheme
- superannuation is paid on the employer top-up amount
- is available once the employee's probationary period ends
- is available under any circumstances where there is a new baby (birth, adoption, surrogacy, stillbirth)
- is available to all permanent employees and, if applicable, partners in Partnership structures
- there is no requirement to repay any portion under any circumstances
- there is flexibility in how this leave can be taken.

### If you do not offer universal employer-funded paid parental leave:

In addition to the employer-funded paid parental leave policy conditions for primary carers, your policy must also have the following inclusions:

- employer-funded paid parental leave for secondary carers
- the amount of leave available for the prescribed care arrangement is equally available to all employees, regardless of gender
- duration of at least **3 weeks**
- **top-up** pay to employee's replacement wage level for at least 3 weeks (from minimum wage government-funded parental leave pay scheme)
- superannuation is paid on the employer top-up amount
- is available once the employee's probationary period ends
- is available to all permanent employees and, if applicable, partners in Partnership structures
- is available under any circumstances where there is a new baby (birth, adoption, surrogacy, stillbirth)
- there is no requirement to repay any portion under any circumstances
- there is flexibility in how this leave can be taken.

# Appendix 3

## Transitioning to the 2025 citation criteria

### Existing (2024) citation holders only

The below information applies to existing citation holders as they transition to the new Employer of Choice for Gender Equality citation standard.

WGEA recognises that some existing citation holders may need additional time and support to meet the full breadth of the new Workplace Gender Equality Citation standards for their first application.

#### Transition Principles

Existing citation holders will be required to re-apply for citation using a separate application form. Applicants will be expected to demonstrate they meet the new (2025) Workplace Gender Equality Citation standards as far as possible.

**If existing citation holders are not able to meet the new standards for the 2025 application cycle at the time of application the following standards will apply.**

Applicants can be assessed on the previous 3 employee experience questions, sample size and responses for the first application only.

If any of the remaining standards at time of application are unable to be met (including the self-assessment standards), applicants will be required to submit a plan for how and when the standard/s will be met by the end of the first citation period.

All subsequent applications, will need to meet all the NEW citation requirements, including the achievement and improvement standards, the self-assessment criteria, and the employee experience response rate and response thresholds. Further details can be found via the link

[Application requirements –Employer of Choice for Gender Equality](#)

Existing citation holders can also choose to apply for the Employer Committed to Gender Equality level.

#### Transition Support

WGEA will support all existing Employer of Choice for Gender Equality citation holders to build the capability and practices that they may need to bridge any gaps in achievement across the citation standards. This includes access to masterclasses, drop-in sessions, tailored resources and access to the Capacity Building Advisory services.

More information about these resources and services is available on the [Take Action](#) page on the WGEA website at [www.wgea.gov.au](http://www.wgea.gov.au).